

# **RETAIL BUSINESS LICENSE**

## **INSIDE CITY LIMITS** **COMMERCIAL/NON-RESIDENTIAL LOCATION**

### **REQUIREMENTS:**

1. Completed license application.
2. All applicants must contact the following departments for inspections:

Fire Department at (573)634-6407 or (573)634-6401

Building Department at (573)634-6410

You will not be allowed to open for business until approved by these departments. This includes new businesses, change in location and change in ownership.

Completed application (and all applicable documentation) and payment may be dropped off at or mailed to:

City of Jefferson, John G. Christy Municipal Building

Attn: Business Licensing

320 E. McCarty Street, Room 202

Jefferson City, MO 65101

We also accept submittal of your application (and all applicable documentation) by email ([billing@jeffcitymo.org](mailto:billing@jeffcitymo.org)) or fax (573-634-6329).

Contact the Business License Administrator at (573) 634-6322 or [billing@jeffcitymo.org](mailto:billing@jeffcitymo.org) for any further questions.

You may find the relevant City code, Chapter 17 – Licenses, Taxation and Miscellaneous Business Regulations – online at [http://www.jeffersoncitymo.gov/government/city\\_code.php](http://www.jeffersoncitymo.gov/government/city_code.php). You are encouraged to review its contents.

### **BENEFICIAL REFERENCES:**

1. To see if you qualify for a Cole County Merchants License, contact the Cole County Collector's office located at 311 E. High Street, Room 100 or call (573) 634-9124 or you may go to their website: <http://www.colecountycollector.org/collector.htm?id=117>
2. To register your business name, you may either go to the Missouri Secretary of State's office located at 600 West Main Street, call (573) 751-4153 or go their website: <http://www.sos.mo.gov/forms/corp/corp56.pdf>
3. To decide which form of business entity you wish to establish, you may visit the local IRS office located at 3702 West Truman Boulevard., call (573) 635-6827 or you may go to their website : <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Business-Structures>
4. To apply for a Federal Employee Identification number, you may visit the local IRS office located at 3702 West Truman Boulevard or call (573) 635-6827 or you may go to their website: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-EINs>
5. To apply for a Missouri State Sales Tax number, contact the Missouri Department of Revenue at (573)751-9268 or visit their website: <http://dor.mo.gov/business/>



**OFFICE OF THE CITY LICENSE  
INSPECTOR  
320 EAST MCCARTY ST.  
JEFFERSON CITY, MO 65101  
PHONE: (573)634-6322 FAX: (573)634-6329  
EMAIL: [BILLING@JEFFCITYMO.ORG](mailto:BILLING@JEFFCITYMO.ORG)**

**RETAIL BUSINESS  
LICENSE  
APPLICATION  
INSIDE CITY LIMITS  
COMMERCIAL LOCATION**

CHECK ONE OF THE FOLLOWING: NEW BUSINESS: ☐ CHANGE IN LOCATION: ☐ CHANGE IN OWNERSHIP: ☐

BUSINESS NAME: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

BUSINESS PHYSICAL LOCATION: \_\_\_\_\_

MAILING ADDRESS  
(IF DIFFERENT THAN ABOVE): \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ CELL # \_\_\_\_\_

EMAIL: \_\_\_\_\_

TYPE OF BUSINESS/GOODS/  
SERVICES TO BE OFFERED (Be Specific): \_\_\_\_\_

APPROXIMATE # OF EMPLOYEES: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

OWNER \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

OWNER PHONE # \_\_\_\_\_

MISSOURI STATE SALES TAX NUMBER: \_\_\_\_\_

FEDERAL EMPLOYEE ID # OR DRIVERS LICENSE # \_\_\_\_\_

ALARM COMPANY NAME & PHONE NUMBER: \_\_\_\_\_

EMERGENCY AFTER HOUR CONTACT NAME &  
PHONE NUMBER: \_\_\_\_\_

I affirm that the information on this application is factual, that this business will be conducted in accordance with all applicable State and City laws and that all City taxes/fees have been paid. I understand that if I am approved that any false statements made by me on this application may result in the revocation of this license.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Owner/Officer/Authorized Agent)

PRINT NAME OF SIGNER: \_\_\_\_\_ TITLE OF SIGNER: \_\_\_\_\_

*Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.*

### LICENSE FEE:

Estimate the gross sales volume of said business for the ensuing year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> (Table 1).

License Cost (Table 1) \_\_\_\_\_ X Rate Multiplier (Table 2) \_\_\_\_\_ = Amount Due \_\_\_\_\_  
(Round the amount due to the nearest cent.)

#### BRACKET (TABLE 1)

Gross Receipts	License Cost	Gross Receipts	License Cost
\$0-\$50,000	\$25.00	\$1,000,001-\$1,500,000	\$225.00
\$50,001-\$100,000	\$50.00	\$1,500,001-\$2,000,000	\$250.00
\$100,001-\$250,000	\$80.00	\$2,000,001-\$3,000,000	\$275.00
\$250,001-\$500,000	\$120.00	\$3,000,001-\$4,000,000	\$300.00
\$500,001-\$750,000	\$160.00	\$4,000,001-\$5,000,000	\$325.00
\$750,001-\$1,000,000	\$200.00	\$5,000,001 and above	\$350.00

For Prorating purposes, select the month that you are applying for a new business license and enter the rate multiplier above.

#### RATE MULTIPLIER (TABLE 2)

Application Month	Rate Multiplier	Application Month	Rate Multiplier
July (June 16-July 15)	No Prorating	January (Dec 16-Jan 15)	0.50000
August (July 16-Aug 15)	0.91666	February (Jan 16-Feb 15)	0.41666
September (Aug 16-Sept 15)	0.83333	March (Feb 16-Mar 15)	0.33333
October (Sept 16-Oct 15)	0.75000	April (Mar 16-Apr 15)	0.25000
November (Oct 16-Nov 15)	0.66666	May (Apr 16-May 15)	0.16666
December (Nov. 16-Dec. 15)	0.58333	June (May 16-June 15)	0.08333

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## JEFFERSON CITY FIRE DEPARTMENT BUSINESS LICENSE REGISTRATION AND INSPECTION REQUEST

The Jefferson City Fire Department requires that all businesses be inspected before opening for business as defined in the International Fire Code 2000. **106.1 Inspection Authority:** *The code official is authorized to enter and examine any building, structure, marine vessel, vehicle, or premises in accordance with Section 104.3 for the purpose of enforcing this code.*

**Business owners will be required to contact the Fire Department no later than five business days prior to the business opening** to schedule an inspection of the property. Businesses that require an inspection are **new businesses, businesses relocating to a new location or a change in business type (ex. Retail to office)**. You will not need an inspection for a home based business or a business outside Jefferson City limits. **Businesses will not be allowed to open** until an inspection is completed by the Jefferson City Fire Department. Please call (573)634-6407 or (573)634-6401 to schedule all inspections.

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Owner's Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date Opening: \_\_\_\_\_

**CHECK ONE:** New Business ☐ Change In Location ☐ Change in Ownership ☐

For Office Use Only:

Date inspection requested:		Inspector Approved/Denied:	
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